

Pre-Application Meeting with Staff

A pre-application conference is suggested so that City Staff can gain a better understanding of your project, determine which development review actions are necessary, explain the application and submittal requirements and walk you through the Plan Commission review process. This can help to ensure the timely processing and consideration of your application.

Call (815) 338-4305 to schedule a preapplication conference.

Submit Completed Application to City

Applications must be filled out completely and signed by the applicant and/or owner. Drawings and documents required by the Unified Development Ordinance must be included along with other information necessary to adequately convey your request.

Incomplete applications may be rejected.

All applications must be accompanied by the required application fee.

In addition to the application fee, certain developments may require payment of a separate Development Retainer Fee. This fee is typically collected for larger projects that may require outside consultants or have significant legal review. Remaining Development Retainer funds are returned to the applicant when a project is completed.

Plan Commission Hearing Scheduled

After an application is accepted, Staff will schedule a public hearing on the request for the next available Plan Commission meeting.

The Plan Commission meets once a month, on the fourth Thursday of the month, except in November (no meeting) and December (meeting is on first Thursday).

An applicant is required to provide notice of the public hearing as follows:

- Newspaper publication
- Certified Letter to property owners within 250'
- Post a sign on site (sign provided by City)

Required notice must be provided at least 15 days, but no more than 30 days prior to the public hearing.

City Staff should review your public notice prior to sending out!

Staff Report Prepared

Staff will prepare a report explaining the request, identifying an and if the requests meets the applicable criteria of the Unified Development Ordinance.

The Staff Report will include a recommendation to approve, approve with conditions, or deny a request.

The Staff Report is provided to the Plan Commission and the applicant prior to the public hearing.

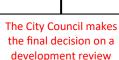
Plan Commission Meeting

At the public hearing, an applicant is given the opportunity to present their plans. Public comment is also accepted. The Plan Commission will consider public comment, the applicant's presentation and the Staff Report in making a decision to approve or deny a request.

The Plan Commission is a recommending body. They may recommend

They may recommend a request be approved, approved with conditions or denied.

Their recommendation is forwarded to the City Council for final action.



request.

City Council

Meeting

They may approve, approve with conditions or deny a request.

Reminder, work cannot begin until necessary building permits are obtained. Please refer to the Permit Process handout.

